

2017 Financial Manager Certification Course
Other Financial Matters

Class #	Date	Description	Location	Time
1	2/22	Expenditure Guidelines	UC 324 Swordfish	10:00 a.m-11:30 a.m.
2	3/1	Central Receiving /Object Codes	UC 324 Swordfish	10:00 a.m-11:30 a.m.
3	3/8	Procurement Card – Do’s & Don’ts	UC 324 Swordfish	10:00 a.m-11:30 a.m.
4	3/22	eTravel/Concur	UC 324 Swordfish	10:00 a.m-11:30 a.m.
5	3/29	HUB Purchasing Requirements	UC 324 Swordfish	10:00 a.m-11:30 a.m.
6	4/5	Accounts Payable	UC 324 Swordfish	10:00 a.m-11:30 a.m.
TrainTraq				
1	3/15	Dealing with Contracts – TAMUCC #2111861	Online	
2	3/15	Purchasing 101 – TAMUCC #2112383	Online	
3	3/15	Inventory 101 – TAMUCC #2112466	Online	

COURSE DESCRIPTIONS

Expenditure Guidelines Matrix

- Review the history, and process of revisions and updates
- What is allowed & documentation needed.

Central Receiving/Object Codes

- Receiving/Tracking/Returning Shipments “By the Truckloads” - This segment will clearly define the various shipment processes involving Central Receiving
- Surplus – Go over management controls involving controlled and non-controlled surplus items that are transferred to Central Receiving.
- Records Retention – An informative segment on how to properly prepare your records for storage in Central Receiving.
- Object Codes – Outline why Object Codes are important when preparing purchase orders that involve controlled and capitalized furnishings and equipment.

Procurement Card – Do’s & Don’ts

- Rules – Do’s, Don’ts and exception to state and local purchasing rules will be discussed.
- Cardholders/Supervisors responsibilities
- Reconciling - We will go over reconciliation and audit processes.

eTravel/Concur

- Concur Rules – We will focus discussion on state and local rules.
- Traveler/ approvers responsibilities – Pre-trip, Post trip and approval requirements will be discussed.
- Reconciling – We will go over reconciliation process and auditing.

HUB Purchasing Requirements

- Defines Historically Underutilized Business (HUB)
- Describes why it is important to purchase from HUBs
- Provides guidelines for purchasing from HUBs.

Accounts Payable

- Vendor Create Form-W-9 – A brief discussion on why it’s important to have a W-9 completed before a vendor is set-up in FAMIS.
- Voucher Create Forms- Instructions will be given on how to fill out a Voucher Create Form and when it should be used.
- No Receiving – Discussion on purchase orders sitting in No Receiving and generating interest.

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TrainTraq

2111861: Dealing with Contracts – TAMUCC

This course discusses contracts by reviewing the definition of a contract agreement; reviewing different types of contracts/agreements; reviewing contract/agreement routing & approval process; expediting the contract review; knowing who can sign your contracts; reviewing available online forms and an overview of the contract checklist.

2112383: Purchasing 101 - TAMUCC

This course provides a guideline to departments and buyers for the procurement of goods and services within the Purchasing Policy & Procedures Handbook. The primary function is to familiarize faculty & staff with the basic information necessary to communicate with the Procurement & Disbursement Department

2112466: Inventory 101 - TAMUCC

This session will focus on the importance of property management; understanding financial liability for fixed assets; recognizing employee's responsibility for equipment, and knowing types of items that must be inventoried.